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CATALOGUE OF TRAINING MATERIALS.

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All training materials prepared by the New Jersey Community Action Training Institute are briefly described in five sections of this catalogue. Sections are--training packages (syllabuses, curriculums, and schedules of each Institute training program, some with evaluations), training handbook, booklets, and brochures, case studies, discussion stimulators (problems designed to stimulate discussion during training programs), and miscellaneous training materials. Topics covered include preschool programs, housing, urban and rural manpower development, senior citizens, religious leadership, migrant education, welfare, consumer education, management information systems, health, and programs for the Spanish-speaking. Document includes a price list and order form. (aj)

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CATALOGUE OF TRAINING MATERIALS

Prepared by:

THE NEW JERSEY COMMUNITY ACTION TRAINING INSTITUTE
413 WEST STATE STREET, TRENTON, NEW JERSEY 08618

Barry A. Passett, Director *Henry P. Kennedy, Chairman*

All training materials prepared by the Institute are briefly described in five sections of this catalogue. The catalogue code used to identify the materials is shown in the table of contents on the following page. Please use the code and the number when filling out the order blank that appears on the last page of this catalogue.

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DECEMBER 1967

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TRAINING PACKAGES (TP)

SYLLABUSES, CURRICULUMS AND SCHEDULES

A training syllabus, a curriculum and a schedule is available for each of the following programs. Evaluations are available for programs marked with an asterisk (*). Materials that were used during a program are listed later on in the catalogue.

Use the order blank at the end of the catalogue to order the following syllabuses, curriculums and schedules by requesting TP (for Training Package) and the number of the program shown at the left. If more than one package is listed under a program, be certain that you specify which you wnat by adding A, B, C, etc.

CATALOGUE NUMBER	NAME OF TRAINING PROGRAM
TP-1-A	ADULT EDUCATION DEMONSTRATION -- A training demonstration for non-professionals working for local CAPs as neighborhood aides. The three-phase program was conducted by the following contractors who used different training approaches: Atlantic Human Resources, Inc.; Scientific Resources, Inc. (SRI); and Rutgers, the State University.
	*ATLANTIC HUMAN RESOURCES, INC.: The CAP for Atlantic and Cape May Counties, carried out the demonstration as part of its total community action efforts.
TP-1-B	*SCIENTIFIC RESOURCES, INC, a private consulting firm used sensitivity training and other laboratory techniques.
TP-2	CAP DIRECTORS TRAINING SEMINARS -- A series of training seminars for 25 directors of rural and urban CAPs in New Jersey.
	CAP BOARDS OF DIRECTORS TRAINING SEMINARS -- A series of training seminars for local CAP Board members in different parts of the State.
TP-3-A	*BERGEN COUNTY COMMUNITY ACTION PROGRAM, INC.
TP-3-B	*JERSEY CITY CAN-DO
TP-3-C	*O.C.E.A.N. (COUNTY), INC.
TP-3-D	*PASSAIC (CITY) CONFERENCE FOR ECONOMIC OPPORTUNITY
TP-3-E	SOUTHWEST CITIZENS ORGANIZATION FOR POVERTY ELIMINATION (SCOPE)

*EVALUATIONS AVAILABLE

CATALOGUE NUMBER	NAME OF TRAINING PROGRAM
TP-3-F	*MORRIS COUNTY BOARD OF TRUSTEES
TP-3-G	*CAMDEN (CITY) COUNCIL ON ECONOMIC OPPORTUNITY NEIGHBORHOOD COMMITTEES
TP-3-H	BURLINGTON COUNTY BOARD MEMBERS
(SEE TP-15-B)	SPANISH-SPEAKING CAP BOARD MEMBERS
	FISCAL OFFICERS TRAINING PROGRAMS
TP-4-A&B	*FISCAL OFFICERS PROGRAM - No. *1 & *2
TP-4-C	A FISCAL SEMINAR FOR PATERSON TASK FORCE
	HEAD START TRAINING PROGRAMS
TP-5-A	NEWARK PRE-SCHOOL I -- A cooperative teacher-nursery education program for Head Start teachers 1966.
TP-5-B	NEWARK PRE-SCHOOL II -- SUMMER 1967
TP-5-C	NORTHWEST NEW JERSEY CAP
TP-5-D	BERGEN COUNTY CAP
	HOUSING TRAINING PROGRAMS
TP-6-A	HOUSING SPECIALIST TRAINING PROGRAM -- Training for housing specialists working for local community action agencies.
TP-6-B	SCOPE (SOUTHWEST REGIONAL CAP) HOUSING SPECIALIST TRAINING PROGRAM
TP-6-C	*HOUSING RELOCATION AIDES (A NEW CAREERS PROJECT) JERSEY CITY CAN-DO -- PHASE I
TP-6-D	ATLANTIC HUMAN RESOURCES HOUSING CODE ENFORCEMENT AIDES -- Training for enrollees of the Atlantic and Cape May Counties CAP Nelson Admendment Program.
TP-6-E	NEW YORK CITY RELOCATION AIDES PROGRAM -- A pre-service training program for aides hired by the City's Department of Relocation.

*EVALUATIONS AVAILABLE

CATALOGUE NUMBER	NAME OF TRAINING PROGRAM
TP.	JOB COUNSELORS TRAINING PROGRAMS FOR NON-PROFESSIONAL EMPLOYMENT COUNSELORS. (SEE TP-16)
TP-7-A&B	JOB COUNSELORS PROGRAM -- No. *1 & *2
TP-8	MODEL CITIES TASK FORCE TRAINING -- A training for 12 members serving on Governor Hughes' Task Force for the statewide Model Cities Demonstration.
	NEIGHBORHOOD WORKERS TRAINING PROGRAMS -- Comprehensive training programs for professionals and non-professionals staffing neighborhood and area service centers:
TP-9-A	**HOBOKEN-EAST ORANGE NEIGHBORHOOD CENTERS
TP-9-B	*JERSEY CITY CAN-DO NEIGHBORHOOD CENTER STAFF TRAINING
TP-9-C	*MONMOUTH, MIDDLESEX MERCER COUNTIES NEIGHBORHOOD SERVICE CENTER AIDES - PHASE *1 & 2.
TP-9-D	NEWARK AREA BOARDS COMMUNITY ORGANIZERS.
TP-9-E	OCEAN COUNTY AREA REPRESENTATIVES & NEIGHBORHOOD AIDES - PHASE 1 & 2
TP-9-F	**PLAINFIELD (CITY), SOMERSET & UNION COUNTIES NEIGHBORHOOD WORKERS
TP-9-G	*SOUTHWEST REGIONAL (CUMBERLAND, GLOUCESTER & SALEM COUNTIES) AND BURLINGTON COUNTY COMMUNITY ORGANIZERS (RURAL).
TP-9-H	*ATLANTIC HUMAN RESOURCES, INC. (ATLANTIC AND CAPE MAY COUNTIES); "OPERATION OUTREACH".
TP-9-I	PASSAIC AND MORRIS COUNTIES CAP NEIGHBORHOOD AIDES
TP-9-J	PLAINFIELD AND ELIZABETH CAP COMMUNITY ORGANIZATION PROGRAM
TP-9-K	*MONMOUTH COUNTY NEIGHBORHOOD AIDES
TP-9-L	MIDDLESEX COUNTY ECONOMIC OPPORTUNITIES CORPORATION NEIGHBORHOOD AIDES

*EVALUATIONS AVAILABLE
*ONE EVALUATION WAS PREPARED FOR HOBOKEN-EAST ORANGE and PLAINFIELD-SOMERSET-UNION TRAINING PROGRAMS

CATALOGUE NUMBER	NAME OF TRAINING PROGRAM
TP-9-M	SOMERSET COUNTY CAP NEIGHBORHOOD AIDES
TP-9-N	*PASSAIC (CITY) AND MONTCLAIR CAP NEIGHBORHOOD CENTER AIDES and followup program.
TP-9-O	BURLINGTON COUNTY CAP NEIGHBORHOOD AIDES
TP-9-P	*SOUTH JAMAICA (NEW YORK) COMMUNITY PROGRESS CENTER, INC. NEIGHBORHOOD WORKERS
TP-10	*OEO CRASH TRAINING PROGRAM -- An orientation program for professional CAP workers in the northwest region of the United States
	RELIGIOUS LEADERSHIP TRAINING PROGRAMS: SENT (SERVE EVERY NEIGHBORHOOD TODAY) -- Training seminars for clergymen and laymen of all faiths:
TP-11-A	SENT - ATLANTIC CITY
TP-11-B	SENT - CAMDEN
TP-11-C	SEMINARIANS TRAINING PROGRAM - CAMDEN
TP-12	*RURAL CAP TRAINING: NORTHWEST NEW JERSEY CAP (RATE) -- A training program for rural community action workers.
TP-13	*RURAL MANPOWER DEVELOPMENT FIELD SUPERVISORS -- A training program for people staffing the New Jersey Rural Manpower Development Program (RMDP)
	SENIOR CITIZENS TRAINING PROGRAMS
TP-14-A	*NEWARK GOLDEN AGE PLAN -- A program for professionals staffing senior citizen centers in Newark.
TP-14-B	ORANGE OPPORTUNITY CORPORATION SENIOR CITIZEN SERVICE CENTER STAFF
TP-14-C	*PROJECT FIND DIRECTORS -- With the National Council of Aging
TP-14-D	*PROJECT FIND AIDES, LOWER WEST SIDE (NEW YORK) COMMUNITY PROGRESS CORPORATION -- With the National Council of Aging

*EVALUATIONS AVAILABLE

CATALOGUE NUMBER	NAME OF TRAINING PROGRAM
TP-14-E	MONMOUTH COUNTY CAP SENIOR CITIZENS MOBILIZATION TRAINING PROGRAM
	SPANISH-SPEAKING TRAINING PROGRAMS
TP-15-A	*SPANISH-SPEAKING COMMUNITY DEVELOPERS Numbers 1, 2, and 3 -- Training programs for Spanish-Speaking community organizers working for local CAPS.
TP-15-B	*SPANISH-SPEAKING CAP BOARD MEMBERS -- Special training in Spanish for members serving on local CAP Boards.
TP-15-C	*CLUB SOCIAL BORINQUEN, VINELAND -- Training for Puerto Rician members of civic organization in southwest New Jersey area.
TP-15-D	PATERSON MULTI-LINGUAL CENTER, a delegate agency of the Paterson Task Force for Community Action-- Training for Spanish-speaking neighborhood council center workers.
TP-16	AREA CAP COUNSELORS AND TRENTON UNITED PROGRESS, INC. TRAINING PROGRAM -- A series of training programs for CAP social service, placement and work experience counselors.
TP-17	*WORK TRAINING (BLAZER) PROJECT -- A training program for non-professional instructors and supervisors of a pioneer work-training program in Newark.
TP-18	LABOR UNION AND CAP STAFF TRAINERS-- A training program for trade unionists and CAP staff workers as community action trainers.
TP-19	MIGRANT TRAINING PROGRAM
TP-19-A	*MIGRANT TRAINING PROGRAM -- A training program for Southwest Regional (SCOPE) CAP Staff members serving more than 1,000 migrant workers camps in Salem, Gloucester and Cumberland Counties.
TP-19-B	MIGRANT EDUCATION TRAINING (MET) S.C.O.P.E.

*EVALUATIONS AVAILABLE

CATALOGUE NUMBER	NAME OF TRAINING PROGRAM
TP-19-C	MIGRANT EDUCATION TRAINING (MET) for Monmouth, Middlesex, Burlington, Atlantic & Cape May Counties CAPs.
TP-20	CAP PERSONNEL DIRECTORS - PHASE *1 & *2
TP-21	*TRENTON HUMAN RELATIONS COUNCIL SEMINAR
	WELFARE TRAINING PROGRAMS
TP-22-A	STATEWIDE TRAINING PROGRAM FOR WELFARE AIDES
TP-22-B	JERSEY CITY CAN-DO WELFARE AIDES -- PHASE *1 &*2.
TP-22-C	PATERSON WELFARE AIDES TRAINING PROGRAM -- A pre-service program for Scheurer enrollees hired by the Paterson and Passaic County Welfare Departments.
TP-22-D	*WELFARE DIRECTORS AND CAP DIRECTORS SEMINAR REPORT -- A statewide program for county welfare directors and community action program directors.
TP-23	CONSUMER EDUCATION TRAINING PROGRAMS
TP-23-A	TRENTON UNITED PROGRESS, INC. (UPI) CONSUMER FRAUD TRAINING PROGRAM -- The Credit System; Phase *1 & *2.
TP-23-B	O.C.E.A.N. (COUNTY), INC. CONSUMER EDUCATION PROGRAM
	MANAGEMENT INFORMATION SYSTEMS (MIS)
TP-24-A	OPERATION MIST FOR NEWJERSEY COMMUNITY ACTION AGENCIES -- GROUPS 1,2 and 3.
TP-24-B	OPERATION MIS FOR NEW YORK CITY COMMUNITY ACTION AGENCIES
TP-24-C	MIS TRAINING FOR DELAWARE COMMUNITY ACTION AGENCIES & NEW JERSEY STATE TECHNICAL ASSISTANCE OFFICERS

*EVALUATIONS AVAILABLE

CATALOGUE NUMBER	NAME OF TRAINING PROGRAM
TP-	MANPOWER TRAINING PROGRAMS (Also see Rural Manpower Development Program, TP-13).
TP-25-A	MANPOWER TECHNICAL ASSISTANTS, NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS -- An in-service training program.
TP-25-B	MANPOWER MANAGEMENT SEMINAR SERIES FOR NEW YORK CITY NEIGHBORHOOD MANPOWER CENTER DIRECTORS
TP-25-C	SOUTH BRONX (NEW YORK) CONCENTRATED EMPLOYMENT TRAINING PROGRAM -- A pre-service program for field workers.
TP-26	STAFF TRAINING PROGRAM FOR NEW JERSEY COMMUNITY ACTION TRAINING INSTITUTE -- PHASE*1 & 2
TP	COMMUNITY ACTION PROGRAM (CAP) ADMINISTRATIVE STAFF TRAINING
TP-27-A	BERGEN COUNTY COMMUNITY ACTION PROGRAM, INC.
TP-27-B	NORTHWEST NEW JERSEY COMMUNITY ACTION PROGRAM (HUNTERDON, SUSSEX AND WARREN COUNTIES)
TP-28	LEGAL SERVICES SECRETARIAL TRAINING PROGRAM -- An in-service program for secretaries staffing the Legal Services Division of Atlantic Human Resources, Inc.
TP-29	RURAL COMMUNITY DEVELOPMENT TRAINING FOR VOLUNTEERS -- Training for a volunteer committee mobilizing residents in the Mays Landing area of Cape May County.
TP-30	CAP - SECRETARIAL TRAINING PROGRAM, ATLANTIC HUMAN RESOURCES, INC.

TRAINING HANDBOOKS, BROCHURES AND OTHER PRINTED MATERIALS

AVAILABLE AT COST. THE SINGLE COPY PRICE FOLLOWS EACH DESCRIPTION.

CATALOGUE NUMBER

TRAINING HANDBOOK (TH)

TH-1 NEW JERSEY TENANT ACTION HANDBOOK, a guide to help poor people correct critical apartment house problems.

TH-1-A ENGLISH EDITION -- 21 pages, illustrated, 75¢ per copy

TH-1-B SPANISH EDITION -- 32 pages, 50¢ per copy

TH-2 PUBLIC ASSISTANCE: RIGHTS AND RESPONSIBILITIES, a New Jersey welfare handbook written in non-technical language, 20 pages, illustrated, 75¢ per copy

TH-3 USE A SURVEY TO FIGHT POVERTY, how to use survey information to solve particular poverty problems, includes sample surveys, 40 pages, illustrated. $1 per copy

TH-4 SO WHO NEEDS MONEY TO FIGHT POVERTY? a collection of low-cost, no-cost anti-poverty programs; includes a develop-your-own-low-cost program work-sheet, 48 pages, illustrated, 25¢ per copy

TRAINING BOOKLETS (TB)

The first five copies are free. The cost price of each additional booklet is shown below.

TB-1 TAPES FOR COMMUNITY ACTION, suggestions on how local CAPs can use tape recordings, illustrated, 50¢ per copy

TB-2 IT'S YOUR NEIGHBORHOOD, how to make your community a better place to raise your family, illustrated, 10¢ per copy

TB-3 ABOUT "BLOCK CLUBS", how citizens can organize for action., 10¢ per copy

BROCHURES (B)

The first five brochures are free. The cost price of each additional brochure for B-2 to B-5 will be 5¢ per copy. Additional copies of HOW TO CONDUCT A COMMUNITY ACTION MEETING (B-1) can be obtained for 15¢ per copy.

CATALOGUE NUMBER	
B-1	HOW TO CONDUCT A COMMUNITY ACTION MEETING, an illustrated guide and poster showing how to plan and conduct a community action meeting. (A training kit with materials that can be used with the brochure is also available. See MTM-16 in the list of Miscellaneous Training Materials on page of this catalogue.)
B-2	WRITE TO YOUR CONGRESSMAN, a guide showing citizens how to write letters to their congressmen. (Developed, produced, and printed with non-federal funds. The Institute will pass requests for copies and payment to the printer.)
B-3	TIPS ON HOW TO GET FEDERAL AID, prepared for local CAPs.
B-4	TIPS ON HOW TO APPLY FOR A JOB, includes a sample job application and a job application dictionary.
B-5	SENT (SERVE EVERY NEIGHBORHOOD TODAY), a description of a training program for clergymen and laymen of all faiths.

CASE STUDIES (CS)

A case study presents a problem for trainees to solve. It is one of many training tools used by the New Jersey Community Action Training Institute in its skill-training programs for anti-poverty workers.

Each case study in this manual creates an imaginary situation involving true-to-life problems that community action workers must handle. There may be many different ways of solving the problem. Trainees are asked to determine the best way of handling the problem by discussing and investigating all possible solutions. It is through this problem solving that skills are increased and training takes place.

The first copy of each case study is free. Additional copies can be purchased for 5¢ per sheet. The number of sheets in each case study is shown below.

CATALOGUE NUMBER AND SUBJECT	TITLE OF CASE STUDY
	COMMUNITY ACTION PROGRAMS (CAPs) AND NEIGHBORHOOD CENTERS:
CS-1-A	A CAMEL IS A HORSE DESIGNED BY A COMMITTEE -- The wrong way to create a CAP Education Committee, 6 pages.
CS-1-B	WANT AD FOR A NEIGHBORHOOD CENTER SUPERVISOR -- Staffing and program planning of a neighborhood center, 4 pages.
CS-1-C	NEIGHBORHOOD AREA SERVICE CENTERS -- Organizing neighborhood centers for a tri-county community action program, 5 pages.
CS-1-D	PROGRESS CITY -- Organizing neighborhood centers for an urban community action program, 5 pages.
CS-1-E	NEIGHBORHOOD CENTERS AS A TOOL FOR COMMUNITY ACTION -- Mobilizing the community to help solve problems, 3 pages.
CS-1-F	THE EARLY AIDE MEETS SUCCESS -- Neighborhood center aides plan and schedule a work day and a work week, 4 pages.
CS-1-G	ORGANIZING A RURAL CAP -- Hostility and suspicion confront CAP organizers in Parker County, 3 pages.

CATALOGUE NUMBER AND SUBJECT	TITLE OF CASE STUDY
	CONSUMER EDUCATION:
CS-2-A	A CAR SWINDLE INVOLVING AN AUTO DEALER AND A FINANCE COMPANY -- A two-part case study involving a reprint of a story published in the newspaper of the Consumers Education and Protective Association of Philadelphia, 2 pages.
CS-2-B	THE HIGH COST OF MONEY -- A widow finds she can finance home repairs, 2 pages.
	EDUCATION:
CS-3-A	URBAN CITY, NEW JERSEY -- A CAP meets the requirements of Title I of the Elementary and Secondary Education Act, 4 pages.
CS-3-B	PENNIES FROM HEAVEN -- A CAP Policy Committee plans the use of a $20,000 gift for a Head Start Program, 6 pages.
CS-3-C	"CASOS COBRE EDUCATION" -- Four case studies in Spanish for Puerto Rican residents: 2 pages. 1. A Puerto Rican student arrives 2. An adult cannot speak English 3. Representation on the Board of Education 4. The organization of the PTA
CS-3-D	"ARE DOCTORS, NURSES AND DENTISTS NEEDED IN HEAD START?" -- A child enrolled in Head Start needs medical care. 1 page.
CS-3-E	"WHAT IS THE ROLE OF A SOCIAL WORKER OR A PSYCHOLOGIST IN HEAD START?" -- Emotional problems plague a four-year-old child. 1 page.
	HEALTH:
CS-4-A	HEALTH CLINIC: A CAP establishes a health clinic in a city with large poverty population and a high incidence of TB, syphillis, infant mortality. Program objectives services and budget are included. Based on Atlantic City, New Jersey, 7 pages.

CATALOGUE NUMBER AND SUBJECT	TITLE OF CASE STUDY
	HOUSING:
CS-5-A	A CAP BECOMES CONCERNED ABOUT MIGRANT HOUSING. 2 pages
CS-5-B	AN URBAN RENEWAL CITY PLANS RELOCATION PROJECT. 2 pages
CS-5-C	A CITY'S SENIOR CITIZENS NEED HOUSING. 2 pages
CS-5-D	A TOWN FACES UP TO CODE ENFORCEMENT. 2 pages
CS-5-E	RURAL CITIZENS NEED BETTER HOUSING FACILITIES. 4 pages
CS-5-F	A CITY SOLVES ITS HOUSING PROBLEMS. 2 pages.
CS-5-G	A CITY SUPPLEMENTS ITS LOW-INCOME HOUSING WITH A LEASED HOUSING PROGRAM. 3 pages
CS-5-H	"HOUSING, WELFARE AND A CAP'S INVOLVEMENT" -- Welfare mothers stage a sit-in at a Housing Authority and a CAP becomes involved, 4 pages.
	MANPOWER:
CS-6-A	"MANPOWER PROGRAM FOR A RURAL CAP" -- An unsuccessful Rural Youth Development Program causes a CAP Director to seek help from a Manpower Technical Assistant, 9 pages.
CS-6-B	"METROPOLITAN MANPOWER PROGRAMMING" -- A manpower program suffers from lack of cooperation between a CAP and other community agencies, 3 pages.
	MOBILIZING LOCAL RESOURCES:
CS-7-A	"INNER CITY" -- A city CAP Board tries to maintain and expand programs after federal funds are cut, 3 pages.
CS-7-B	"RURAL COMMUNITY ACTION PROGRAM" -- The resources of community organizations can help a rural CAP continue its programs, 5 pages.

CATALOGUE NUMBER AND SUBJECT	TITLE OF CASE STUDY
	SENIOR CITIZENS:
CS-8-A	MORE THAN MEMORIES -- A case study package of the needs of senior citisens, 4 pages. TO BE WELL FED — IS THE DOCTOR AN ENEMY? THE FRIENDS OF YESTERDAY — A PLACE TO CALL HOME
CS-8-B	SENIOR CITIZENS AND PROJECT FIND -- A director gets project off to a good start, 6 pages.
	TECHNICAL ASSISTANCE:
CS-9-A	HOW DOES AN ANTI-POVERTY AGENCY DEVELOP AND START AN INFORMATION REPORTING SYSTEM? -- A CAP learns to meet requirements for MIS reporting. 5 pages.
CS-9-B	WELFARE:
CS-10-A	"CAN THEY DO IT THEMSELVES?" -- A CAP Welfare Aide helps a group of welfare mothers plan low-cost or no-cost solutions to their problems. 3 pages
CS-10-B	"CASE STUDY OF A WELFARE MOTHER" -- A CAP Welfare Aide plans a guide for an unwed welfare mother. 2 pages
CS-10-C	"CASE STUDY OF A WELFARE FAMILY" -- Referrals to the proper community agencies is a problem-solving method used by a CAP Welfare Aide. 2 pages.
CS-10-D	MOBILIZING COMMUNITY RESOURCES -- What resources can be used to help welfare family solve problems? 3 pages.

DISCUSSION STIMULATORS (DS)

Discussion stimulators are problems designed to stimulate discussion during training sessions. The first copy of each discussion stimulator is free. Additional copies can be purchased for 5¢ per sheet. The number of sheets in each discussion stimulator is shown below.

CATALOGUE NUMBER	
DS-1	LOCAL CAP BOARDS OF DIRECTORS, 2 pages.
DS-2	WHAT IS COMMUNITY ACTION? -- Four definitions.
DS-2-A	In English. 3 pages
DS-2-B	In Spanish. 3 pages
DS-3	URBAN NEIGHBORHOOD COUNCILS, 1 sheet
DS-4	MAKING HOUSING CODE ENFORCEMENT WORK, 3 pages
DS-5	URBAN HOUSING PROGRAMS, 3 pages.
DS-6	MANAGEMENT INFORMATION SYSTEM (MIS), 1 page
DS-7	WHAT IS A CAP? -- WHAT IS WELFARE? 5 pages
DS-8	WHAT IS A CAP HOUSING SPECIALIST? 1 page
DS-9	NO MORE NONSENSE ABOUT GHETTO EDUCATION, 2 pages.
DS-10	CONSUMER EDUCATION, MATCH TEST. 1 page.

MISCELLANEOUS TRAINING MATERIALS (MTM)

The first copy of each of the following miscellaneous training materials will be sent free. Additional copies can be purchased for 5¢ per sheet. The number of sheets in each item is shown below.

CATALOGUE NUMBER	TITLE
MTM-1	WHAT CAPS CAN DO TO HELP LOCAL GOVERNMENT MAKE THE BEST USE OF EXISTING HOUSING, BY BARRY A. PASSETT, 16 pages.
MTM-2	CAN NEW CAREERS BE CREATED FOR THE POOR? BY GLENN M. PARKER, 4 pages.
MTM-3	THE WORLD OF POVERTY, BY MICHAEL HARRINGTON -- an abstract 1 page.
MTM-4	TRAINING PACKAGES (WHAT IS TRAINING -- HOW IS IT DONE), 6 pages.
MTM-5	USING GROUP SELECTION TO RECRUIT THE POOR, 3 pages.
MTM-6	CITIZEN PARTICIPATION IN URBAN RENEWAL EDMUND M. BURKE -- JOURNAL OF HOUSING JANUARY 1966 (CATI SUMMARY), 4 pages.
MTM-7	"ALPHABET SOUP FOR ANTI_POVERTY WORKERS", 2 pages.
MTM-8	ELEMENTS OF DEMOCRACY -- a paper on the principle of public supervision of public goods and services GREGORY SIMMS, 6 pages.
MTM-9	WHAT IS A SUPERVISOR: BASICS OF SUPERVISION, 3 pages.
MTM-10	CAP FISCAL OFFICERS QUIZ -- Three completed CAP Component Amendment Form 43s are included, 4 pages.
MTM-11	THE POOR BRING ADULT EDUCATION TO THE GHETTO -- A report on a new careers demonstration project by GLENN M. PARKER, 13 pages.
MTM-12	HOUSING TERMS COMMUNITY ACTION WORKERS SHOULD KNOW A Housing Glossary, 6 pages.

CATALOGUE NUMBER	TITLE
MTM-13	LET'S MAKE REBUILDING CITIES SIMPLE, An abstract -- A Special Report by Edward J. Logue, Administrator of the Boston Redevelopment Authority, 1 page.
MTM-14	DO PEOPLE ON WELFARE HAVE ANY RIGHTS? -- An abstract adapted from "We've Got Rights" by Richard A. Cloward and Frances Fox Piven, THE NEW REPUBLIC, August 5, 1967, 1 page.
MTM-15	WHAT IS PPBS? -- An explanation of Planning-Programming-Budgeting Systems for Community Action Programs, 3 pages.
MTM-16	"HOW TO CONDUCT A COMMUNITY ACTION MEETING" TRAINING KIT -- Training materials include: (1) the illustrated brochure-poster, (2) a fact test for trainees; (3) a discussion stimulator, (4) a guide on how to prepare by-laws, (5) a guide on how to prepare an agenda, (6) a checklist of things that should be done to get ready for a meeting, (7) a 7 hour sample training program, and (8) a list of films that can be used in training sessions; 10 pages plus brochure.
MTM-17	A CONFERENCE ON EDUCATION TAPE--AND LEADERSHIP KIT with James Farmer and Gregory Simms. $2 per kit.
MTM-18	NEW CAREERS IN PUBLIC WELFARE by Glenn M.Parker, 11 pages.

NEW JERSEY COMMUNITY ACTION TRAINING INSTITUTE MATERIALS

COST PRICE LIST

DESCRIPTION OF MATERIAL	COST PRICE
TRAINING PACKAGES (TP)	
Includes syllabus, curriculum, schedule and a copy of case study, discussion stimulator and/or other materials used in a training program.	$ .50 each
TRAINING HANDBOOKS (TH)	
NEW JERSEY TENANT ACTION HANDBOOK	
English Edition	.75 each
Spanish Edition	.50 each
PUBLIC ASSISTANCE: RIGHTS AND RESPONSIBILITIES	.75 each
USE A SURVEY TO FIGHT POVERTY	1.00 each
SO WHO NEEDS MONEY TO FIGHT POVERTY	.25 each

FREE TRAINING MATERIALS (If five or less copies are ordered):

One to five copies of the following materials can be obtained free. If more than five copies are ordered, the cost price of each additional copy is shown below:

DESCRIPTION OF MATERIAL	COST PRICE PER COPY FOR MORE THAN FIVE COPIES
TRAINING BOOKLETS (TB)	
TAPE FOR COMMUNITY ACTION	.50 each
IT'S YOUR NEIGHBORHOOD	.10 each
ABOUT "BLOCK CLUBS"	.10 each
BROCHURES (B)	
HOW TO CONDUCT A COMMUNITY ACTION MEETING	.15 each
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